

CONNECTICUT STATE DEPARTMENT OF EDUCATION  
BUREAU OF HEALTH AND NUTRITION SERVICES AND  
CHILD/FAMILY/SCHOOL PARTNERSHIPS  
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MIDDLETOWN, CONNECTICUT 06457

TO: National School Lunch and Breakfast Program Sponsors

FROM: Maureen B. Staggenborg, Director - Child Nutrition Programs

DATE: August 10, 2006

SUBJECT: **Operational Memorandum #17-06**  
**I. Back to the Basics School Nutrition Program Seminar**  
**II. 2006 – 2007 USDA Attendance Factor**

- I. There will be a *Back to the Basics* School Nutrition Program Seminar at the Crowne Plaza Hotel in Cromwell, CT on **September 20, 2006**. This seminar is targeted towards all school food service directors, managers, determining officials, and verifying officials. Business managers who are affiliated with school districts that will have a CRE Administrative review of their school Child Nutrition Programs during 2006-2007 are also encouraged to attend. Enclosed is a flyer with more information. Please distribute to the appropriate staff members in your school district. Registration will be completed online through EASTCONN and the cost of attending this meeting is \$35.00 per person. **Note:** School districts having a CRE Administrative review during the 2006-2007 school year are *strongly* encouraged to attend this seminar. Special breakout sessions addressing the CRE Administrative review will be provided during this one day meeting. This will be the only CRE review training conducted to assist school districts in preparing for their review. (School districts were notified via letter, in early August, as to whether their district was selected for a 2006-2007 CRE Administrative review.)
- II. Based on the latest school enrollment and attendance figures from the U.S. Department of Education, USDA has updated the 2006-2007 school year national average daily attendance factor to **93.4 percent**. This factor is calculated by dividing the total national average daily attendance by the total enrollment for the year. When completing your Edit Check Worksheets, sponsors may choose to use this updated percentage as the attendance factor for their schools.

Questions pertaining to this memorandum may be directed to:

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